



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	ASSISTANT DIRECTOR (EXE LEV)
Posting Number	PN# 103428
Department	Health & Human Services Department
Division	Administrative Support
Section	Administration
Reporting Location	8000 N Stadium Drive
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
*Subject to change	

DESCRIPTION OF DUTIES
Plans, directs, organizes and coordinates all program activities, including technical supports, human resources, and operational guidelines for a division for a division/department of City government.

- CORE FUNCTIONS**
- Manages Division and oversees the supervision of Division employees comprised of Human Resources, Information Systems, Grant Management, Finance/Budget, Purchasing, Warehouse, Facilities Management, Capital Improvement, Internal Fiscal audit, General/Grant Accounting, Accounts Payable, Revenue and Contract/Legal.
 - Monitors departmental operations, to ensure effective coordination, information flow and policy compliance.
 - Develops and recommends plans, policies, and programs designed to improve departmental and Citywide efficiency and effectiveness. Resolves inter-departmental operating problems.
 - Directs and coordinates the implementation of policies and procedures in compliance with City Charter and ordinance requirements.
 - Oversees and monitors departmental budget of approximately \$100M in general and grant funds with 1500 employees.

WORKING CONDITIONS
The position is physically comfortable, the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS
Requires a Bachelor's degree in Business Administration, Public Administration or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS
Seven (7) years of administrative experience are required, with at least three of those years in a managerial capacity. A Master's degree may be substituted for two years of experience.

MINIMUM LICENSE REQUIREMENTS None

- PREFERENCES**
- Preference will be given to individuals with prior proven expertise in managing complex budgets and financial systems including Federal and State grants such as Woman Infant and Children, (WIC) Nutrition, Title III Aging, Ryan White, Community Development Block grants also Health Environmental Protections Agency.
 - The ability to build quality performance and capacity within a large and diverse workforce.
 - Excellent communication skills and teamwork skills.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☒ Yes ☐ No
This position is not subject to random drug testing, however if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION **GENERAL FUNDED POSITION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:
Salary Range - Pay Grade 32
\$3,184- \$4,110 Biweekly \$82,784 - \$106,860 Annually

OPENING DATE July 20, 2005

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD (Telephone Device for the Deaf) Phone Number (713) 837-9496.

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